



## **JOB DESCRIPTION**

Title: **LEGAL ADMINISTRATOR SUPERVISOR**  
Department: Attorney  
Class Code: 6050  
FLSA Status: Non-Exempt  
Effective Date: June 1, 2009  
Grade Number: 19

### **GENERAL PURPOSE**

Under general supervision of the City Attorney, performs activities related to drafting of relevant legal documents for the City; assists in budget, claims and retain-risk matters, assists in real estate matters for the City; performs legal research, prepares documents and obtains relevant records for litigation; supervises Legal Administrators; performs complex legal/administrative work in the City Attorney's Office.

### **EXAMPLE OF DUTIES**

- \*-- Assists in planning Attorney's Office budget. Also prepares monthly and quarterly fiscal reports and tracks, verifies, and pays all billings.
- \*-- Assists in the preparation, approval and finalization of ordinances and resolutions. Drafts agreements, pleadings, letters, updates contracts and prepares inter-office memos.
- \*-- Supervises work on retain-risk matters including dealing with claimants, City departments involved, adjustors, insurance agencies and company estimates; analyzes claim worth and suggests to attorneys reasonable settlements within appropriate parameters; prepares quarterly financial reports.
- \*-- Prepares attorney information and files for City Council, Planning and Zoning and other meetings as requested. Assists attorneys in real estate aspects relating to acquisition, surplusing, annexations, vacating, condemnation and special improvement districts.
- \*-- Searches public and private records as needed.
- \*-- Coordinates and assists outside counsel in gathering information.
- \*-- Arranges travel preparations and reconciliations for conferences, seminars and workshops.

Legal Administrator Supervisor  
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- \*-- Manages collections for unpaid utility bills, returned checks, and other unpaid obligations owed to the City; prepares demand letters, summons, complaints, judgements, affidavits and related documents. Manages bankruptcy matters.
- \*-- Supervises, monitors and delegates assignments to Legal Administrators and assists with office staff personnel hiring, training, reviews, and other issues.
- \*-- Oversees coordination of criminal cases with district court and justice court including the monitoring of the disposition of criminal cases, accessing and collecting criminal histories, reports and court docket information and coordinates calendars between courts and the City prosecutor.
- \*-- Analyzes facts, case law and statutes; applies knowledge of law and legal procedures in drafting legal documents, in researching and in drawing legal conclusions in assigned projects.
- \*-- Performs legal research and discovery under direction of attorneys. Obtains pertinent cases, analyzes the cases and prepares inter-office memoranda. Performs claim and litigation research. Assists in answering interrogatories and requests for various discovery needs.
- \*-- Prepares code enforcement matters for courts; initiates further investigation as warranted; prepares formal informations, summons, bench warrants, complaints, subpoenas, and other legal documents; prepares court docket files.
- \*-- Assists attorneys in complying with court rules of procedure for filing briefs.
- \*-- Maintains Attorney's Office page on City website.
- \*-- Acts as Terminal Agency Coordinator with Bureau of Criminal Identification.
- \*-- Serves as contact person for Attorney's Office to handle questions and complaints.
- \*-- Develops and manages legal filing systems.
- \*-- May represent City or department at community meetings or serve on various boards as requested.
- \*-- Maintains confidentiality on all matters.
- Performs related duties as required.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Bachelor's Degree plus four (4) years legal administrator experience or equivalent combination of education and experience.
- Preference given to those with experience in the use of word processing and a typing speed of 60 net words per minute or better.

### Special Requirements

- One (1) year experience in word processing in the Windows environment.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of office practices; working knowledge of municipal procedures; working knowledge of legal terminology; some knowledge of legal research procedures.
- Skilled in legal writing.
- Ability to perform routine legal research requiring the exercise of considerable independent judgment; ability to perform complex legal/administrative work with accuracy; ability to establish and maintain effective working relationships with employees and other departments in the City; ability to perform budgetary and other accounting work; ability to communicate verbally in writing; ability to follow written and verbal instructions.

## **TOOLS & EQUIPMENT USED**

- Phone, personal computer, including word processing and spreadsheet software; typewriter, dictation equipment; copy machine; fax machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.

-- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-- Work is performed primarily in an office setting. The noise level in the work environment is usually moderately quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

\*Essential functions of the job.